

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

Byron White United States Courthouse  
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Christopher M. Wolpert  
Clerk of Court

Jane K. Castro  
Chief Deputy Clerk

February 29, 2024

Mr. Alan L. Rupe  
Mr. Francis Schneider  
Lewis Brisbois Bisgaard & Smith  
1605 North Waterfront Parkway, Suite 150  
Wichita, KS 67206

**RE: 24-6033, Universitas Education v. Avon Capital, et al**  
Dist/Ag docket: 5:14-FJ-00005-HE

Dear Counsel:

Your appeal has been docketed, and the appeal number is above.

**Within 14 days** from the date of this letter, Appellant's counsel must electronically file:

- **An entry of appearance and certificate of interested parties** per 10th Cir. R. 46.1(A) and (D).
- **A docketing statement** per 10th Cir. R. 3.4.
- **A transcript order form or notice that no transcript is necessary** per 10th Cir. R. 10.2. This form must be filed in both the district court and this court.

**In addition, all counselled entities** that are required to file a Federal Rule of Appellate Procedure 26.1 disclosure statement must do so **within 14 days of the date of this letter**. All parties must refer to Federal Rule of Appellate Procedure 26.1 and Tenth Circuit Rule 26.1 for applicable disclosure requirements. All parties required to file a disclosure statement must do so even if there is nothing to disclose. Rule 26.1 disclosure statements must be promptly updated as necessary to keep them current.

**Also within 14 days**, Appellee's counsel must electronically file an entry of appearance and certificate of interested parties. **Attorneys that do not enter an appearance within the specified time frame will be removed from the service list.**

The **Federal Rules of Appellate Procedure**, the **Tenth Circuit Rules**, and **forms** for the aforementioned filings are on the court's **website**. The Clerk's Office has also created a set of **quick reference guides** and **checklists** that highlight procedural requirements for appeals filed in this court.

Please contact this office if you have questions.

Sincerely,



Christopher M. Wolpert  
Clerk of Court

cc: Joseph H. Bocock  
Joshua Clark Greenhaw  
Clayton D. Ketter  
Heidi J. Long  
Joseph L. Manson III  
Melvin R. McVay Jr.  
Jeffrey R. Sandberg  
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CMW/art